



<b>Job Title:</b>	<b>Fundraising Volunteer</b>
<b>Reporting to:</b>	<b>Trusts and Foundations Manager</b>
<b>Location:</b>	<b>Hextable Office</b>
<b>Hours:</b>	<b>7 hours a week</b>

### Job Purpose

The purpose of this role is to provide essential support to the Trusts and Foundations Manager by identifying and securing grant opportunities, particularly through parish and town councils. Based at our Hextable office, you will use your skills in research and writing to help the charity access vital funding.

In addition, you will act as a key support person for the wider fundraising team, assisting with the delivery of our afternoon tea events and contacting supporters to help the charity claim Gift Aid.

This position is well suited for an organised individual seeking a varied volunteer role, offering the opportunity to contribute meaningful skills to a fundraising team with a flexible commitment of one day per week.

### Main Responsibilities and Duties:

- Research parish councils and small local funders that offer community grants
- Support the planning and writing of funding applications
- Help tailor applications to meet each funder’s criteria
- Gather required information (budgets, project summaries, impact statements, etc.)
- Track applications and deadlines using a simple spreadsheet
- Work with the team to identify funding priorities and future opportunities
- Working alongside a dedicated staff member, you will assist in the organisation and delivery of afternoon tea events, helping with everything from initial planning to on the day support
- Provide friendly administrative support to the fundraising office, including reaching out to our supporters to secure Gift Aid declarations and helping with small tasks that keep our team running smoothly